

**The Board of Fire Commissioners  
Portsmouth Fire Department**

Fire Station 2  
George Pierce Training Room  
January 17, 2023

Portsmouth, NH  
1800 hours

**I. Call to Order:**

Chairwoman Matthes called the meeting to order at 1800 hours.

**II. Pledge of Allegiance with Attendance:**

Chairwoman Matthes led the pledge of allegiance.

Present were Commissioners: Jennifer Matthes and Richard Gamester, Fire Chief William McQuillen, Assistant Fire Chief Jason Gionet, Deputy Fire Chief Patrick Howe, Captain Mark Herrholz and Firefighters: Eric Carrier, Tim Dame, Max Riffert and Elie Blaska.

**III. Approval of Minutes of Previous Meeting:**

*Motion, to approve the minutes of December 13, 2022, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

**IV. Public Comment Session:** None.

**V. Reports:**

**A. Fire Chief's Reports:**

*Chairwoman Matthes motioned to discuss Chief's reports 23-002 through 23-005. Motion was seconded by Commissioner Gamester.*

Chief McQuillen reviewed reports with the Commission.

Report (002), 2022 Response Report for December 2022. The report shows the department responding to a total of 414 calls for the month: 121 Fire Calls and 293 Ambulance Calls. Total year to date shows the department responding to 6527 calls: 2892 fire and related service calls and 3635 ambulance service calls. Chief McQuillen reported on some incidents of interest that occurred during the month along with the safety message regarding smoke detectors inside the home. Report (003), Fire and EMS Call Summary Report, shows the department responded to 121 fire calls for the month of December. EMS activity was 293 with the top three responses being for weakness, trauma or injury to the head and abdominal pain/problems. There were 8 calls for drug overdose/abuse and 59 non-transports. Report (004), FY23 Budget, Chief McQuillen reviewed the budget which is still tracking with a small surplus. Report (005), Overtime Analysis, provided a breakdown of how overtime was used in the month of December along with a summary of what was charged to OT-Recall for the month.

*Motion, to accept Chief's Reports 23-002 through 23-005, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

**B. Staff Reports:**

Assistant Chief reported on training and operations happening within the department.

Deputy Chief Howe reported on Prevention, the passing of ordinances by City Council and many construction projects taking place within the City.

**VI. Old Business:** None.

**IX. New Business:**

*Chairwoman Matthes made the motion, to draw name from a hat for the Commission representative to serve on the City's Ethics Committee. Motion was seconded by Commissioner Gamester and passed unanimously.*

Chief McQuillen put three names into hat and had Captain Herrholz select name from the hat. Commissioner Gamester's name was drawn.

*Commission Gamester made the motion, the Portsmouth Board of Fire Commission Officers for 2023 to be: Commissioner Matthes to serve as Chair, Commissioner Gamester to serve as Vice-Chair and Commissioner Hughes to serve as Clerk. Motion was seconded by Chairwoman Matthes and passed unanimously.*

Chief McQuillen spoke briefly of the Fee Schedule & Emergency Services Rates for calendar year 2023.

*Motion, to accept the recommended 2023 Portsmouth Fire Department Fee Schedule and Emergency Service rates as outlined in the memo from the City Manager, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

Chief McQuillen identified the need to purchase 65 turnout gear bags and request to use the funds from the Estate of Geraldine Webber to do so. Quote received for the gear bags, using Mass State Bid, is just under \$5,000.

*Motion, to approve the Fire Chief to purchase 65 turnout gear bags from the Webber Bequest, at a cost not to exceed \$5,000, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.*

Chief McQuillen presented the Commission with resignation letter from Firefighter Brighton.

*Fire Commission Minutes of January 17, 2023 continued:*

*Motion, to accept with regret, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

**X. Adjournment:**

*Motion, to adjourn at 1825 hours, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

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Michael Hughes, Clerk

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